

NEW HAMPSHIRE FIRE STANDARDS & TRAINING COMMISSION

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MINUTES OF MEETING

January 8, 2004

(Approved March 4, 2004)

Members Present: Edward Murdough, Karen Schlitzer, Robert Nelson, Scott Weden, David Duquette, Stephen Carrier, Al Burbank, John Hogle, Peter Russell, Joseph Butts, Corey Landry, Richard Mason.

Members Absent: Earl Sweeney, Ronald O'Keefe, Roger Hatfield, J. William Degnan.

Others Present: Division of Fire Standards & Training Staff--Bruce McPherson, Bureau Chief; Heather Newland, Recording Secretary.

I. CALL TO ORDER

Item 1. Pledge of Allegiance to Flag. The meeting of the New Hampshire Fire Standards & Training Commission was called to order by Chair David Duquette at 10:08 a.m. on Thursday, January 8, 2004 at the Richard M. Flynn Fire Academy. The Pledge of Allegiance to the Flag was recited.

Item 2. Introductions. Director Mason introduced:

- (1) Meredith Lund, who is our new Captain for the southern tier of the State in Field Services; she replaces Mike Walsh.
- (2) Lieutenant Carl Roediger, our new Equipment Control Supervisor.
- (3) Rich Swindell, our new Building Service Worker who will handle maintenance duties for our dormitory and ARFF building; he replaces Amanda Beaudoin.

II. APPROVAL OF MINUTES

Item 1. December 4, 2003. **Motion** was made by Commissioner Landry, seconded by Commissioner Carrier, to accept the Minutes of the December 4, 2003 Commission meeting with these corrections:

- (a) Page 2, first sentence, add the word “he” after the word “said” so that the sentence reads: He said he is really looking forward to being with this Commission, and he’s glad that we have donuts!
- (b) Page 4, first sentence, add “the School Construction Workshop” after the word “attended” so that the sentence reads: Commissioner Murdough said that two people from the Fire Marshal’s Office attended the School Construction Workshop and established bulletins to send out to the schools.
- (c) Page 4, second sentence, change the word “his” to “he.”
- (d) Page 4, paragraph (c), strike out the last sentence.
- (e) Page 4, paragraph (f), last sentence, change the word “work” to “week.”

Motion passed unanimously.

Commissioner Landry asked if Commission members could receive an updated copy of the Minutes after they are corrected. Director Mason replied that the approved copies will be posted on the Fire Academy’s website from now on.

III. CHAIR’S REMARKS

Item 1. Michael Surdukowski Retired. Chair Duquette announced that Michael Surdukowski was retiring from Dover Fire & Rescue on December 30, 2003. Teaching through the years, I always used Michael as an example because he was the guy who came to work everyday. Never missed a day of work. He was never sick. When he came to work, he worked hard. He was always the last guy to sit down before coffee. He was always the first guy up to do something. You don’t realize in an organization the impact of when you loose someone like that. Requesting his name be mentioned in the minutes as retiring.

IV. COMMITTEE REPORTS

Item 1. Emergency Medical Services Liaison. The report on Emergency Medical Services was deferred to the February 5, 2004 Commission meeting.

Item 2. Fire Marshal's Office. The report from the Fire Marshal’s Office was deferred to the February 5, 2004 Commission meeting.

Item 3. Forest Protection Bureau. Commissioner Nelson reported on the following items:

- (1) Commissioner Nelson distributed the Division of Forests & Lands 2004 pocket calendars.
- (2) Recommendations for the Forest Ranger III positions have been made; Director Phil Bryce will be conducting reviews today. Background checks need to be done. Hopefully they will be on staff by March 1.
- (3) The Governor's Efficiency Commission has recommended that the State's fire towers be closed to save money. This issue may be in the budget discussions. The Division is asking for support, such as what other things do fire towers do in the communities. If testimonies are requested, they will try to get the word out. There is a need for fire towers as they are helpful in wildland fires.

Commissioner Russell asked what type of money we are talking about. Commissioner Nelson answered that it is less than \$300,000 a year for salaries and benefits. The employees work a 40-hour week.

Commissioner Burbank asked what would happen if the towers are closed. Commissioner Nelson replied that they would have to rely on the public to call in. Maine uses air patrols. Commissioner Burbank said he thought that option seems expensive. He asked what acreage is covered. Commissioner Nelson said that they cover the entire State, approximately seven million acres. They also cover residential areas as well. Commissioner Burbank said that they could be the selling point. Commissioner Nelson noted that on a good day the towers have 20 to 30 miles of visibility.

The Efficiency Commission said that cell phones are another option, as just about everyone has one now. They had a discussion with 9-1-1 about problems with cell phone calls. Satellites that are already in place was another option. However, that would require a dispatcher be available to get the calls. Commissioner Burbank also noted that satellites won't do it for free.

Commissioner Heglund suggested that a letter of support be sent to Commissioner Nelson or to Director Philip Bryce, Division of Forests & Lands, PO Box 1856, Concord, NH 03302-1856.

Motion was made by Commissioner Russell, seconded by Commissioner Burbank, to send a letter of support to Director Philip Bryce, Division of Forests & Lands, for the fire towers to remain active. Motion passed unanimously.

- (4) Commissioner Nelson reported that the Volunteer Fire Assistance Committee met last night, January 7. Communities and counties received \$35,000 of grant funds, mostly for protective equipment.

The grants have gone out and letters have been sent to the communities. He said he can get the specifics which communities received what amount.

Item 4. Emergency Preparedness and Security. Commissioner Landry had nothing to report at this time.

Item 5. Curriculum Review. Chair Duquette reported that the Curriculum Status Report was in each Commissioner's packet and is as follows:

- (a) Driver/Operator Series:
 - (1) Pumps:
Classes are in progress with Bedford.
- (b) Hazardous Materials Series:
 - (1) Operations:
This program is well underway at this point with no problems reported.
 - (2) Technician:
The trailer is proving to be a valuable asset and will be an on-going work in progress.
- (c) Aircraft Rescue & Fire Fighting:
We have just completed just completed the first 40-hour certification class and will be meeting soon to evaluate the course delivery. For the moment the program was successful.
- (d) NFPA 1030 Series:
 - (1) NFPA 1031, Standard for Professional Qualifications for Fire Inspectors and Plan Examiners:
A class has been scheduled in Goffstown this winter. At this point classes will be scheduled periodically as they consistently fill up. We are ready for Inspector II visiting committee soon.

Director Mason reported that this Visiting Committee had requested him to contact Maryland to ask about their completed Fire Inspector II program. A copy is being mailed to him.

- (2) NFPA 1033, Standard for Professional Qualifications for Fire Investigator:
Is in progress and looking at two separate programs, one a one-week course for firefighters, and a two-week course for fire investigators. At this point it looks as though the New York curriculum is being considered for both classes.
- (3) 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator:
Will probably follow the 1033 standard.
- (e) Rescue Series:

- (1) Structural Collapse:
No pilots scheduled as yet.
- (2) Confined Space:
The September class went well with a trip to Merrimack to use the confined space trailer prop, as it could not be delivered on site.
- (f) NFPA Series:
 - (1) 1001 Firefighter I and Firefighter II:
This committee is soon to be scheduled when Captain Wilking and Commissioner Joe Butts are able to get together. This committee is scheduled to begin this month.
 - (2) NFPA 1021 Fire Officer:
This committee has had its first meeting and is well underway. Another meeting is scheduled for this month.
 - (3) NFPA 1041 Instructor:
This committee has had its first meeting and is in a discussion over Instructor I and Instructor II curricula at this time. The next meeting is scheduled for this month.
- (g) Other:

Visiting Committees for the following in accordance with the Commission vote on February 3, 1999 are about to commence in the near future once the committees are established. Hopefully to be established this meeting:

 - (1) NFPA 1002 Aerial Apparatus needs to be brought on line as soon as possible.

Chair Duquette reported that this program has been put together. There are so many variables that it is set up with a core program plus inserts. They now need advise from the Visiting Committee as to how to proceed. The program far exceeds the NPFA Standard. There is a big demand for this program.

 - (2) NFPA 472 Hazardous Materials Decontamination needs to have Weapons of Mass Destruction added and the existing program reviewed as soon as possible.

Item 6. Retreat Committee. Commissioner Murdough reported the Retreat Committee will be meeting after this Commission meeting is adjourned. He will have more to report next month.

Item 8. Nominating Committee. Commissioner Nelson reported that the Nominating Committee's recommendation is that David Duquette remains as Chair and that Corey Landry remains as Vice Chair.

Motion was made by Commissioner Nelson, seconded by Commissioner Burbank, to elect David Duquette as Chair and Corey Landry as Vice Chair of the NH Fire Standards & Training Commission for the calendar year 2004. Motion passed unanimously.

V. REPORT OF THE DIRECTOR

Item 1. Director Mason explained that the City of Concord has requested an extension on the one-year career certification requirement for Firefighter Travis Keeler as he had been overlooked by them when they sent their firefighters to the C2F2 programs in 2003. Firefighter Keeler is enrolled in the March 2004 program.

Motion was made by Commissioner Murdough, seconded by Commissioner Russell, to approve the request from the Concord Fire Department for an extension on the one-year career certification requirement for Firefighter Travis Keeler. Motion passed unanimously.

Item 2. In your packet is the final terminology for Administrative Rule, which has to be voted on before it becomes rule. It's two pages long. It lists the statute which gives the authority to have the rule; then it goes into the actual rule. Fire 101.17 (b) changes that section to allow a call or volunteer firefighter to make up to \$20,000 more or less. Some discussion on the terminology.

Director Mason stated one of the biggest problems he hears people say is I know they didn't take a physical entry exam. But we have a form from the fire chief saying they did. We have no way of going back on anybody without people reporting it. And we do not have the manpower to go out to every town to make sure they're following the rules. However, if we get one reported to us, we do follow through with it. One good thing is 98% of the fire service uses us for physical exam. With CPAT being required now, it should be 100%.

Commissioner Carrier asked what would happen when someone does report it.

Director Mason stated we send a letter to the department saying that person is over the limit by the administrative rules.

Commissioner Butts noted that salaries are still climbing. We may end up changing this very shortly.

Commissioner Burbank asked would it come to a point where we could change money earned to hours worked.

Director Mason stated this commission has the authority to do that. And second, a vote of this commission has decided that February is the month that they put together any administrative rule changes.

Motion was made by Commissioner Nelson, seconded by Commissioner Burbank, to adopt Fire 101.17 (b), which reads: “Who perform fire, rescue or related duties for a fire department of the state, political subdivision of the state, or private fire department and who is paid \$20,000 or more in any given consecutive 12-month period; or.” Motion passed unanimously.

Item 3. Director's Report #77. The Director's Report was as follows:
Hope everyone had a great holiday season...now back to work!

(1) LEGISLATION:

- (a) HB1256 (see packet) is a 2 in – 2 out law. The Department of Safety is not acting on this bill.
- (b) LSR 3093 is to establish a division of emergency services, communications, and management, a division of fire standards and training and emergency medical services and a division of fire safety in the department of safety.

That is all I am aware of.

(2) FIRE ACT GRANTS:

Of \$564 million awarded to date \$4,043,904 is earmarked for New Hampshire. This reflects awards to 58 departments for an average grant of \$69,722.48.

(3) STAFF ADDITIONS:

- (1) Richard Swindell started as our Building Service worker on December 31, 2003 replacing Amanda Beaudoin. He will handle maintenance duties for our dormitory and ARFF building.
- (2) John Clark started on December 26, 2003 as the Advanced Life Support Coordinator replacing Will Owen.
- (3) Meredith Lund started January 2, 2004 as our Captain for the Southern tier of the state in Field Services replacing Mike Walsh.

Welcome to Meredith, John and Rich!

(4) NHAFC ANNUAL MEETING:

The annual meeting of the New Hampshire Association of Fire Chief's is being held at the fire academy on April 8, 2004. The afternoon will bring demonstrations of the ARFF facility, and other training events, and a display by the Association's Advocate members. The dinner meal will be \$22.00 and all Commission members are welcome to attend.

(5) COMMITTEE OF MERIT:

The NH Fire Service Committee of Merit is seeking nominations for the 2004 Awards Ceremony that will be held October 6, 2004 (Tentatively) at the Capitol Center for the Arts. Nominations will be accepted through February 1, 2004 to the attention of Stacey DeVol.

(6) SAFETY & HEALTH OF NH ANNUAL CONFERENCE:

This year I serve as the President for the newly forming Safety and Health Council of Northern New England. The Safety & Health Council of New Hampshire is merging February 1, 2004 with the Maine Safety Council, then we are annexing Vermont. We will then be a Chapter of the National Safety Council. I am also chairing their annual conference which will be April 15 & 16, 2004 at the Sheraton-Nashua in Nashua. For more information see { HYPERLINK <http://www.shcnh.org/conference.html> }

(7) SON:

An update regarding my Son's status in the Army National Guard. He has been activated for active military duty effective this past Monday.

He is in the 172nd Battalion, Charlie Company (transferred from the 3643rd for this duty) and has been reporting to a NH Armory since Monday, a daily event until 1/14 when he has 4 days off. On 1/20 he reports and they will be preparing for departure to Ft. Dix, NJ on the 23rd...hopefully there will be a send off ceremony/reception on the 21st or 22nd for family/friends.

After several weeks of training at Ft Dix he will be shipped off to Iraq...actual destination is unknown, but they have been told they will be in roving type patrols, probably in a Humm-Vee in groups of 3. Tentatively his group of three includes a Manchester Firefighter and a Concord Police Officer, and his squad leader is a Portsmouth Firefighter, which makes Dad a little more at ease.

His stint in the big sandbox could be up to 18 months, but we have been told, only verbally, that the entire activation should only be 16-18 months!

I guess we won't be able to see him on his 21st birthday in October, but he is doing his part to keep us safe and being able to enjoy our freedoms that we actually take for granted! Please keep Chris in your thoughts and prayers!

(8) Director Mason passed out a flyer regarding mentoring. The Department of Safety, Mentoring Coordinator, Scott Hunter has gone to work full time with the Hollis Fire Department. When he is off, he will still be our mentoring coordinator. He put together this flyer for

information for kids going to high schools to push the fire service as either career, volunteer, or call.

- (8) Captain Eric Wilking's father, Ziggy, passed away a week ago. Captain Wilking is now back to work.
- (9) Chief Dennis Rosolen's wife, Karen, was operated on recently for a growth behind her ear which was causing some hearing loss. It was a 12-hour surgery, and was done in Boston.
- (10) Lunch will be served in the cafeteria in the Administration Building today.
- (11) Director Mason will find out from Dale Boyd what the status is on the photo identifications for the Commission members. He noted that we are looking at a new id system, which will be looked at with the construction of the new Emergency Management building.

VI. OLD BUSINESS

Item 1. Nonpublic Session. *Motion* was made by Commissioner Schlitzer, seconded by Commissioner Nelson, to go into nonpublic session in order to discuss a matter that might adversely affect the reputation of a person who is not a member of this Commission. Motion passed unanimously by roll call vote.

No motions were passed during the nonpublic session.

Motion was made by Commissioner Duquette, seconded by Commissioner Murdough, to come out of nonpublic session. Motion passed unanimously by roll call vote.

Motion was made by Commissioner Schlitzer, seconded by Commissioner Carrier, to keep the minutes of this nonpublic session confidential. Motion passed unanimously.

Director Mason said that maybe we should look at an Administrative Rule to cover this type of situation. Commissioner Schlitzer stated she is drafting something.

VII. NEW BUSINESS

Item 1. C2F2 Deferment. Commissioner Butts asked if we need to address C2F2 on firefighters who are activated into the National Guard. Director Mason answered that they will have to be deferred because it will be beyond the two years. We don't have as a Commission a provision to allow going beyond the two years.

Commissioner Murdough indicated the soldiers and sailors civil leave act will protect them. The State probably still needs rules and procedures to implement that.

Director Mason, stated we could probably do that. If you look in the mandatory retirement statute, it only allows up to two years. It lists military service as one of the reasons to give a one-year extension. Maybe look at it in February. Some discussion.

VIII. GOOD OF THE ORDER

Item 1. Groton Fire Department. Commissioner Burbank reported that the Town of Groton is looking at the status of their fire department. The groundwork has been done. They will be presenting it to the selectmen in March.

Item 2. Forest Ranger III. Commissioner Nelson thanked Commissioner Carrier for helping in the hiring process for the Forest Ranger III positions.

Item 3. Dave Govatski. Commissioner Nelson reported that wife of Dave Govatski passed away this morning. Dave is very active in the forest service.

Item 4. Retreat. Commissioner Russell wanted to mention the retreat committee is meeting after lunch. If anyone has any ideas as to what they would like to include in the retreat, please direct to Commissioner Murdough, Director Mason, Chairman Duquette, or myself.

X. ADJOURNMENT

Motion was made by Commissioner Landry, seconded by Commissioner Russell, to adjourn at 11:20 a.m. Motion passed unanimously.

Respectfully submitted,

Richard A. Mason, Director

2. Minutes of Meeting 12/04/03, Not Approved
3. Director's Report #77
4. US Fire Administration FY 2003 Award Recipients through 12/19/03
5. Number of Personnel Certified 07/01/03 – 12/31/03
6. HB 1256 Proposed Amendment (Two-in and two-out system for firefighters)
7. Amendment to Administrative Rule Fire 101.17 (b)
8. Minutes of Meeting 11/06/03 – Approved 12/04/03